



El Paso Electric Company Community Partner Program Manual

About El Paso Electric

El Paso Electric (EPE) first began serving its customers on August 30, 1901. It was then known as the El Paso Electric Railway Company. Initially, its primary business consisted of providing transportation via mule-drawn streetcars, which were replaced in 1902 with electric streetcars. By 1925, the Company's core business had evolved to producing and distributing electricity. That year, the Company changed its name to the El Paso Electric Company. It was also granted authorization to transact business in New Mexico.

Today, El Paso Electric is a regional electric utility providing generation, transmission and distribution service to approximately 384,000 retail and wholesale customers in a 10,000 square mile area of the Rio Grande valley in west Texas and southern New Mexico. Its service territory extends from Hatch, New Mexico to Van Horn, Texas.

Overview of EPE Community Giving

El Paso Electric believes that contributing to the communities it serves is an express part of its corporate responsibility, and, as such, it helps to define the Company's purpose and commitment to the El Paso/Las Cruces Region. EPE actively participates in the community by supporting a diverse mix of civic and charitable programs through its Community Partner Program. Corporate giving is just one way El Paso Electric involves itself and its employees in the community. In addition, there are several other programs established by EPE to help support its corporate responsibility.

Project Care

Established more than 25 years ago, Project Care helps customers with financial emergencies pay a month's electric bill. For each dollar donated to Project Care by employees and customers, EPE matches their donations dollar-for-dollar. The fund is administered by local agencies in El Paso and Las Cruces.

United Blood Services Blood Drives

El Paso Electric has led a community-wide effort to increase blood donations. Since 1998, EPE employees have consistently donated more than 300 pints of blood each year.

United Way Pledge Drives

United Way pledge drives are held every year. The Company and its employees have been long standing supporters of the El Paso County United Way and the United Way of Dona Ana County. As a testament to its commitment to United Way, the Company matches pledges made by employees at fifty cents to the dollar. El Paso Electric and its employees have been recognized numerous times by the El Paso County and Dona Ana County United Way offices for their contributions to United Way agencies.

Volunteers in Action (VIA)

At El Paso Electric, all employees share a common vision – the belief that making the communities and neighborhoods served by the Company better places to live and work is an important commitment. To

that end, EPE makes work hours available to employees who wish to volunteer for civic and charitable activities and programs. Hundreds of employees contribute thousands of hours to many worthwhile charitable and civic organizations.

Volunteers in Action Hand-Up Program

In 1999, a group of employees organized and established a unique program which focuses on helping families and community-based organizations with construction projects. Employees who have an interest in and talent for construction and electrical work contribute their expertise to families in need. EPE support these employees with out-of-pocket expenses, in-kind contributions of surplus materials, tools and equipment.

Matching Gifts

Employee personal giving to eligible nonprofit institutions will be matched at fifty cents to the dollar up to an employee cumulative annual maximum of \$10,000.

EPE Community Contribution Priorities

El Paso Electric (EPE) will contribute to nonprofit programs and activities that positively impact the well-being of the communities we serve. As the amount of resources is limited, primary emphasis will be placed on those organizations and programs that:

- impact the long-term economic vitality of our region;
- impact the quality and accessibility of education, with a focus on furthering STEM (science, technology, engineering, and mathematics) related programs and scholarships; and
- meaningfully impact the quality of life of our customers.

To be considered for a contribution from EPE, an organization must:

- comply with sections 501(c)(3), or 501(c)(4) of the IRS Code; and
- comply with all applicable local, state and federal nondiscrimination laws.

In addition:

- EPE contributions are one-time gifts: by making annual commitments, we are able to remain flexible and respond to our communities' changing needs;
- Only one contribution to any organization will be made each year (if an organization anticipates multiple requests during the year, they must be made simultaneously); and
- Preference will be given to requests from organizations that are actively and substantially supported financially or through volunteer work by EPE employees.

Generally, EPE will **not** accept unsolicited requests to support:

- Organizations that do not have a volunteer Board of Directors;
- Organizations or programs not located in or providing services within the EPE service territory;
- Individuals/individual scholarships;
- Endowment Funds;
- Organizations that are political or partisan in purpose;
- Private schools;
- Travel (or travel related expenses) for individuals or groups;

- Loans or investments;
- Past operating deficits;
- Religious organizations, churches and programs that are purely denominational in purpose; or
- Capital campaign requests that exceed 5% of total campaign goals.

Application Process/How to Apply

All requests for contributions must be submitted electronically through www.epelectric.com under the “Community” tab.

Nonprofit organizations will be permitted to submit one application per calendar year, which may include requests for more than one event or program for the organization.

All requests will be required to include the following:

- Name and contact information for Executive Director;
- Name and contact information for Contact Person for the application;
- Proof of IRS nonprofit tax designation;
- IRS Form W-9 with tax ID number;
- EPE Supplier form;
- Mission and history of the organization;
- Description of the program for which funds are being requested;
- A demographic profile of the individuals benefiting from the program;
- The geographic area and size of the group served;
- Names and affiliations of current board members;
- Organization’s brochure (if available);
- Affiliation to local or national association;
- Description of how the organization will recognize EPE; and
- The names of EPE employees involved with the organization.

For contribution requests for greater than \$2,000, the following additional information shall be provided:

- Most recent audited financial statements;
- Organization’s budget for current year/program budget; Current list of funders and amount of grants; and
- Most recent annual report (if available).

Additional information may be required, upon request.

Requests shall be categorized as impacting:

- Arts
- Civic
- Economic development
- Education

- Health/Disability;
- Quality of Life
- Museums
- Environmental
- Military
- Other

In addition, requests shall indicate if contribution is for:

- Capital Campaign
- Event table(s)
- General Operating Support
- Golf tournament
- Sporting event
- Program support
- Research
- Scholarships
- Sponsorship
- Other

Progress Reports

Organizations that have received contributions greater than \$5,000 from EPE previously will be asked to provide a Progress Report in their application.

Reports shall include financial reports and measurable results that indicate whether the organization or program has:

- been implemented as planned?
- operated efficiently?
- had an impact?
- fallen short of, or surpassed, expectations?
- planned improvements?
- demonstrated the ability to operate efficiently and cost effectively?
- improved or offered solutions to the problem it aims to address?
- continued to provide needed services to the community?

In addition, the report should describe how the EPE contribution will continue to make a valuable difference?

Application Deadlines

There are two application deadlines each year:

- March 1 -with decisions being made by April 1
- July 1 - with decisions being made by August 1

Application Review Process

Only applications that have been submitted in full shall be considered.

Community Contribution Evaluation Considerations

- Does this grant successfully fit our funding priorities and policies?
- Is an EPE employee on the Board or involved as a volunteer?
- Has EPE contributed to this organization in the past?
- How does EPE's involvement with this organization position the Company within the community?
- What are the other funding sources for the program/project?
- What is the percentage of the requested contribution for the program/project?
- How does this grant positively impact the community?
- How is the organization going to publicize the grant?
- Are programs and objectives consistent with the organization's mission?
- What is the composition of the Board?
- Is it diverse?
- Does the board support the organization both with time and money?
- Are programs effective? Are they evaluated?
- Has any documentation been provided?
- What are plans for future funding?

Considerations for denial of funding request:

- Lack of supporting documentation;
- Outside of EPE focus area;
- Limited resources;
- Outside service territory; or
- Outside eligibility/restrictions guidelines.

Communication During Application Process

1. Acknowledgment of receipt of contribution request will be emailed upon electronic submission of application (either acceptance for review or deficiencies in application).
2. After EPE review, applicant will be notified by email of award or denial of request. If contribution is awarded, instructions of how to receive the contribution will be provided. Grantees may be asked to receive their contributions at EPE offices and participate in a photo opportunity and, perhaps, an interview.

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